

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3207  
**GRADE:** S-31

**TITLE:** CHILD CARE PROGRAM ADMINISTRATOR II

**DEFINITION:**

Under administrative direction, serves on the management team that plans, directs and supervises all agency programs; directs the long-range planning, operation and management of one or more broad and diversified programs; and serves as the Chief of a large division within the agency (i.e., the School Age Child Care Division, the Division of Community Education, or the Division of Family and Early Childhood Programs); and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

In general, a position in this class serves as a member of the agency's management team which plans, directs, and implements agency and County-wide child care strategies, programs, and services.

**ILLUSTRATIVE DUTIES:**

Supervises a staff of child care professionals and has overall responsibility for all aspects of their programs;  
Supervises preparation of the division's budget and monitors program expenditures;  
Evaluates the effectiveness of division programs;  
Conducts service needs assessments;  
Represents the agency in meetings with public and private-sector officials and with the general public;  
Provides staff support to the Board of Supervisors.

**As Director of the School Age Child Care Division**

Develops policy and procedures on school-age child care registration, fee schedules, billing, and program eligibility;  
Oversees the hiring, staffing, and supervision of a large staff of field personnel operating the school-age child care centers;  
Oversees and plans for mainstreaming of special needs children;  
Oversees program evaluation;  
Supervises preparation of the division budget;  
Supervises systems for acquisition of operating equipment and supplies;  
Designs and implements a staff development program as well as evaluation procedures;  
Develops a needs assessment process to determine community need for additional centers;  
Coordinates with FCPS to formulate strategies and long-range plans to provide programs for school-age children;  
Coordinates expansion plans with FCPS construction schedules;  
Maintains cooperative relationships with participating school principals, staff and parents;  
Coordinates meeting of the sub-committee of the Child Care Advisory Council which deals with school-age care matters;

Conducts meetings with steering committees, such as the SACC Committee and the Parent Advisory Group;  
Designs and edits brochures, applications, and training materials throughout the year;  
Edits and supervises the preparation of the "SACC," and "Parent's Edition" newsletters;  
Makes presentations on school-age child care to professionals in the field and to the general public.

**As Director of the Division of Community Education**

Oversees program evaluation;  
Supervises preparation of the division budget;  
Develops and administers the Fairfax County Employee Child Care Center and associated training sites;  
Plans and implements policies and procedures for County-wide day care training and technical assistance;  
Develops and monitors public and corporate contracts for provision of child care resource and referral services;  
Supervises the Child Care Resource System (CCRS);  
Supervises the development and production of media and training materials;  
Provides agency representation for publicity and public relations;  
Makes presentations to professionals in the field and to the general public;  
Represents the agency at regional, state, and national meetings and conferences.

**As the Director of the Division of Family and Early Childhood Programs**

Supervises the administration of the County's Early Childhood Education Program (formerly, Head Start), including long-range planning, budgeting, review and approval of contracts, and monitoring of delegate agencies;  
Supervises the planning and implementation of County, State, and Federal early childhood and subsidized child care programs;  
Applies for, and fiscally manages Federal grants involved;  
Supervises the administration of the Child Nutrition Program;  
Recruits, registers and monitors day care home providers and private programs to ensure compliance with federal regulations;  
Oversees training assistance to home care providers.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of day care administration and child development programs;  
Demonstrated skills in needs assessment and strategic planning;  
Excellent skills in oral and written communication;  
Demonstrated ability to plan and direct the activities of a large group of child care professionals;  
Ability to plan and conduct staff development programs.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited college or university with a Bachelor's degree in Early Childhood Education, Psychology, Social Work, or a closely related field; PLUS

Five years of experience in day care administration or early childhood education;

A Master's degree may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISION OF EMPLOYMENT STANDARDS ONLY: December 8, 1992

ESTABLISHED: AUGUST 7, 1989